

The "pre-heading" of Standard Forms No. 1130 (Time and Attendance Report) as suggested in memo dated 20 October 1949, would require the maintenance of two sets of addressograph plates in the Fiscal Division. The initial requirement for vouchered personnel would be for approximately plates and frames, STAT costing about \$123.84. In the neighborhood of 200 changes occur each pay period and the annual cost for plates alone would be \$11.25. In addition, it would be necessary to purchase a new cabinet at a cost of approximately \$150.00, to file the addressograph frames and plates since the one in use is sufficient to hold only those frames and plates presently used for pay roll purposes. The preparation, printing and distribution of "pre-headed" Time and Attendance Reports would require the services of an employee for a minimum of two days each pay period. The estimated salary expended for an employee, while so engaged, would be \$500.00.

It is the opinion of the undersigned that it is not reasonable nor desirable to maintain individual leave records on Time and Attendance Reports for the following reasons:

1. The Time and Attendance Report is not properly designed to permit crediting of an individual's sick leave accrual, since the report is issued on a bi-weekly basis and the accrual of sick leave is on a monthly basis. To break the accrual of sick leave down to a bi-weekly basis would result in fractions and would cause confusion due to the difference in the numbers of days in months, which actually have no effect on the monthly accrual of sick leave, but may mistakenly be considered if accrual were maintained on a bi-weekly basis.

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2. There is no provision on the Form 1130 for crediting an employee's leave account during the pay period in which a new calendar year begins, which is an important factor in controlling an employee's leave account. Also, at the end of the calendar year a determination must be made as to the maximum leave balance an employee is permitted to carry over into the next calendar year, which requires a ready reference to the prior year balance which is not available on the Time and Attendance Report. A determination must be made as to whether an employee has accrued only 208 hours of annual leave for the calendar year (the legal limit) since the accrual on the bi-weekly method can result in a greater credit being given during the year.

3. There are numerous points, : Public Laws, Decisions of the Comptroller General, Civil Service Commission and Agency Regulations etc., which Time and Attendance Clerks should be familiar with in order to properly maintain an individual's leave record. The decentralized system of reporting would necessitate notifying offices of: leave transcripts from other agencies (which establish official credits or debits from previous places of employment), improper crediting, charging or maintenance of leave records. Presently the Fiscal Division makes approximately 100 telephone calls each pay period, which do not involve leave accruals. Forseeably, the decentralized system would cause the number of calls to double and would, undoubtedly, cause a corresponding increase in memoranda.

4. The proposal would not necessarily eliminate maintenance of unofficial leave balance sheets by employees since numerous personnel would certainly continue to do this for personal satisfaction and as a check against the official records.

5. The periodic reports supplied by the Fiscal Division satisfy numerous requests by offices and employees for such services. If leave balances were maintained on Time and Attendance Reports by the office to which the employee is assigned there would, in all probability, still be requests for periodic official reports prepared by the Fiscal Division.

6. To summarize, it has been ascertained that an employee may head a Form 1130 in 1/2 minute, which can usually be accomplished on a "pre-heading" basis at times when the workload in the office is not rushed. One-half minute x employees in the Agency results in approximately hours being spent monthly on this process. On a decentralized leave system Time and Attendance Clerks would be required to spend twice as much time in the process of Forms 1130 as they are now spending, which would no doubt result in many delays in submission with an ultimate result in payments being delayed to the extent that earned salary would not be available on each second Friday. The suggestion contained in memorandum dated 20 October would cause work in the reproduction branch, double the time spent by designated Time and Attendance Clerks and increase to a great extent the cost and amount of work in the Fiscal Division. Attention is invited to the fact that Time and Attendance Reports can be prepared entirely or partially in ink, should it be a more expeditious method than typing, and this practice is presently followed in some offices.

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